

Title:	Trainee Partnership Program with Research Manitoba
Effective Date:	3/5/2021
Revised Date:	
Approving Body:	Director, Research Institute in Oncology and Hematology (RIOH)
Responsible Officers:	Research Officer, Research Development
Delegate:	Research Officer, Research Development
Contact:	Eilean McKenzie-Matwiy (emckenziematwiy@cancercare.mb.ca)
Applicable to:	RIOH Trainees

1.0 Background

1.1 CancerCare Manitoba Foundation may provide infrastructure support to pay the stipends of graduate students and post-doctoral fellows supervised by RIOH Scientists.

2.0 Purpose

2.1 To describe the process to awarding CCMF-supported graduate studentships and fellowships from the annual Research Manitoba competition.

3.0 Definition

3.1 **RIOH Scientist** – Any scientist who has a formal appointment to RIOH. This includes the categories of Full Senior, Full, Affiliate, Adjunct Senior, and Adjunct Scientists.

3.2 **RIOH Trainee** - A full-time graduate student or post-doctoral fellow directly supervised by a RIOH Scientist.

3.3 **Graduate Student** – Any trainee who is enrolled in full-time graduate program at any university in Manitoba.

3.4 **Post-doctoral fellow** – Any trainee who has completed either a PhD, MD, DDS, DVM, BSc in Pharmacy, or equivalent, and is preparing for a career as independent researcher.

4.0 Procedure:

4.1 Request for support

4.1.1 An infrastructure grant for partnered funding with Research Manitoba to support a defined number of graduate studentships and fellowships will be submitted during the annual CancerCare Manitoba Foundation infrastructure grant competition.

4.1.2 CancerCare Manitoba Foundation will communicate the results of the infrastructure application to the Director of Research.

4.1.3 The RIOH Director will notify the Research Officer, Research Development of the number of graduate students and post-doctoral fellows who could be supported by the infrastructure grant.

4.2 Memorandum of Understanding

4.2.1 The Research Manitoba Programs Manager will provide the Research Officer, Research Development with a Memorandum of Understanding (MOU) that describes the Financial Arrangement, Management and Administration, Responsibilities, Budget, and Timelines for both CancerCare Manitoba and Research Manitoba.

- 4.2.2 The Research Officer, Research Development forwards the MOU draft to the CCMB Research Office for review and processing.
- 4.2.3 Any edits to the MOU must be approved by both parties. The MOU will be signed by the CEO of Research Manitoba and CancerCare Manitoba. The CCMB Research Office will coordinate the execution of the MOU and forward the signed document to the Research Officer, Research Development.

4.3 Eligibility Criteria

- 4.3.1 Research Manitoba will co-ordinate the annual provincial competition for graduate studentships and post-doctoral fellowships.
- 4.3.2 The Research Manitoba Programs Manager will provide the Research Officer with a list of trainees, their supervisors, and the project titles in the competition.
- 4.3.3 The Research Officer will confirm which applicants are RIOH Trainees (see section 3.0 Definition) and that the project's theme aligns with RIOH's vision and strategic plan.
- 4.3.4 The list of eligible trainees will be provided to the Research Manitoba Programs Manager.

4.4 Funding Allocation

- 4.4.1 The Research Manitoba Programs Manager will provide the Research Officer, Research Development with the list of trainees for each research category (MSc - Health, MSc - Natural Sciences and Engineering, MSc - Social Sciences and Humanities, PhD, and Postdoctoral fellows). The list will include each applicant's name, project number, project title, supervisor's name, and all affiliations the supervisor and/or the project has with an eligible funding partner (see Section 4.3.3 Eligibility Criteria). The list will be organized in descending rank of the application's score.
 - CancerCare Manitoba will only consider funding applications with a score greater than 3.5
 - The information on the list is considered confidential and may not be shared.
- 4.4.2 The Research Officer, Research Development will confirm again the eligibility of each project where CCMB may be a funding partner (see Section 4.3.3 Eligibility Criteria).
- 4.4.3 The Research Manitoba Programs Manager will host a funding allocation meeting with all funding partners to choose which applicants will be jointly or solely funded.
- 4.4.4 At the funding allocation meeting, the Research Manitoba Programs Manager will introduce each application by project number, applicant's name, and supervisor's last name.
 - All funding partners who identify a project as eligible for partnered funding will confirm that their organization is willing to fund this trainee and disclose the amount (\$ value) for that project.

- CancerCare Manitoba trainees may receive up to the maximum value as agreed upon in Schedule 1 of the MOU (see Section 4.2).

4.4.5 Each application will be reviewed in order until all funding partners have allocated their budgets.

4.5 Notification of Decision

4.5.1 Research Manitoba will notify each applicant of the decision of funding. Letters of offer will acknowledge CancerCare Manitoba Foundation as a sole or joint funder based on the decision of the funding allocation meeting.

4.5.2 Research Manitoba will notify the CancerCare Manitoba Research Officer of all decisions to accept or decline the award.

- If a trainee declines the award, the Research Manitoba Programs Manager will propose the next eligible trainee on the list (see Section 4.4.1).
- CCMB will review the proposed candidate and inform the Programs Manager of the decision to fund or not.
- Revised letters of offer will be sent to trainees if funding partners change.

4.5.3 The complete list of CCMB-funded trainees will be provided to CancerCare Manitoba Finance and the RIOH Finance Administrative Assistant.

- Any unspent funds will be returned to CancerCare Manitoba Foundation.

4.5.4 Research Manitoba is responsible for the public announcement of the awards and will acknowledge all joint funding online, in person, and at any events. CancerCare Manitoba will share all announcements by email, social media, and the CCMB website.

5.0 References:

5.1 MOU between CancerCare Manitoba and Research Manitoba

5.2 CCMF Infrastructure grant for partnered studentships and fellowships.

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